

**CLASS TITLE: JUVENILE PROBATION AND PAROLE SERVICES
TECHNICIAN**

Class Code: 02827100

Pay Grade: 18A

EO: E

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To provide a variety of vital support services for the professional probation and parole staff responsible for providing appropriate social services for juvenile and youthful offenders and their families; to transport and observe youths and juveniles during court appearances, family visits, medical appointments, etc; to provide clear and concise informational reports detailing observations of unusual or noteworthy behavior or incidents; and to do related work as required.

SUPERVISION RECEIVED: Works under the supervision of a probation and parole professional from whom specific assignments and/or general instructions are received; work is subject to review for conformance with standardized procedures and guidelines.

SUPERVISION EXERCISED: Usually none. May supervise clerical assistants in the production of special and/or recurring reports.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To provide a variety of vital support services for juvenile probation and parole staff requiring continuous direct contact and interaction with juvenile and youthful offenders and their families.

To transport juvenile and youthful offenders and/or their families to such locations and activities as may be required; to observe clients and report on any behavioral or disruptive occurrences.

To perform initial interviewing of youths placed on probation; to include a detailed explanation of the rules and conditions of probation as ordered by the court, the signing of legal documents, and gathering initial information and facts relating to problem areas.

To assist probation and parole professionals in researching court and police documents, retrieving required information relating to their clients, and completing and sending for various agency documents needed for records and placements.

To interact positively with youthful offenders in order to enhance their adjustment and rehabilitation.

To exact information from various sources to fill out special and recurring forms and reports.

To operate data terminal equipment in order to retrieve past criminal records from a database, and to search for client data with respect to past agency contracts.

To confer with professional probation and parole staff regarding social service plans and strategies for youthful offenders.

As required, to perform other paraprofessional duties to enhance the continuum of community-based services offered to juvenile and youthful offenders.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of community-based programs and services available to youthful and juvenile offenders; a familiarity with juvenile behavioral tendencies and the ability to report constructively on observed behavior; the ability to interact positively with juveniles and their families within the framework of a defined social service plan; the ability to transport clients to assigned activities; the ability to prepare clear and concise reports, and to fill out required forms with obtained information; the ability to establish effective working relationships with children, youths, families, superiors, professional staff, and community-based agencies; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: successful completion of two years of study in an accredited institution of higher education, including or supplemented by coursework in the social sciences or criminal justice; and

Experience: Such as may have been gained through: employment in a responsible position in a social service agency requiring ongoing and direct contact with the agency's clientele.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

SPECIAL REQUIREMENT: Must possess and maintain a valid Rhode Island driver's license as a condition of employment.

Class Created: July 11, 1993

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